

APPENDIX C

CHECKLIST FOR LAND DIVISIONS & CONSOLIDATIONS BY CERTIFIED SURVEY MAP

Name of CSM or Designation: _____

Owner Information :

Name	_____
Address	_____ _____ _____
Telephone/Fax	_____

Subdivider Information:

Name	_____
Address	_____ _____ _____
Telephone/Fax	_____

Surveyor/Engineer Information:

Name	_____
Address	_____ _____ _____
Telephone/Fax	_____

Subdivider To Complete Above As Applicable

Date Initially Received by Town: _____

Fee Received: \$ _____

Number of Copies: _____

For Town Use Only

SUBMITTAL REQUIREMENTS FOR REVIEW: (Subdivider or subdivider's agent shall complete the checklist; mark (x) to indicate compliance with the specific requirement; enter (N/A) for any item that is not applicable; leave black any item with which the submittal does not conform. The Town has the right to refuse to accept an improperly completed checklist. No map is considered properly submitted to the Town until all of the following provisions have been met (the date of Town receipt shall be noted as the date of a properly completed submittal to the Town).

- ☐ 1. Fifteen (15) copies of the final map in the form of a certified survey map shall be submitted to the Town with a letter of application and completed checklist no less than ten (10) business days prior to the requested Town meeting date (Plan Commission) for which it will be initially reviewed.
- ☐ 2. Deposit of \$____, paid at the time of application.
- ☐ 3. The survey shall be performed and the map prepared by a land surveyor registered in the State of Wisconsin.
- ☐ 4. All corners shall be monumented in accordance with State Statutes, with the location of the CSM referenced off of bearings and distances therefrom.
- ☐ 5. Exterior boundaries of the land surveyed and divided in accordance with State Statutes.
- ☐ 6. All monuments erected, corners and other points established in the field in their proper places and noted by legend in accordance with State Statutes.
- ☐ 7. The length and bearing of the exterior boundaries, the boundary lines of all blocks, public grounds, streets and alleys, and all lot lines.
- ☐ 8. All lots and outlots in each block consecutively numbered in accordance with State Statutes.
- ☐ 9. Exact width of all easements, streets, and alleys shall be shown in accordance with State Statutes.
- ☐ 10. All lake or stream shore meander lines established by the surveyor in accordance with State Statutes, the distances and bearings thereof, and the distance between the point of intersection of such meander lines with lot lines and ordinary high water mark.
- ☐ 11. Existing or proposed right-of-ways shall have the main chords shown as dashed or dotted lines. All curved lines shall show, either on the lines or in an adjoining table, the radius of the circle, the central angle subtended, the chord bearing, the chord length and the arc length for each segment.
- ☐ 12. Appropriate map sizes, margins, formats consistent with State Statutes.
- ☐ 13. The Certified Survey Map shall show correctly on its face, in addition to the information required by Section 236.34, Wis. Stats., the following:
 - ☐ (a) All existing buildings, watercourses, drainage ditches and other features pertinent to proper division. Any building or structure and its location on the lot and setback lines shall be shown on the map and dimensioned to the nearest 0.1 foot where the location of such building or structure will be critical in relation to proposed property boundaries or to the zoning yard requirements.
 - ☐ (b) Setbacks or building lines required by the Town Board and the Town Zoning Code.
 - ☐ (c) All lands reserved for future acquisition.
 - ☐ (d) Date of the map.

- ☐ (e) Revision list for all alterations or corrections, from initial CSM submittal up to and including the final submittal date, as necessary. The revision list may be included on the face of the document or in a cover letter attached with the CSM document(s), as necessary. Dates shall be included with the revision list.
- ☐ (f) Graphic scale.
- ☐ (g) A north point properly located and identified as reference to magnetic, true or other identifiable direction and related to a boundary line of a quarter section, recorded private claim or federal reservation in which the subdivision is located, in accordance with State Statutes.
- ☐ (h) Name and address of the owner, subdivider and surveyor.
- ☐ (i) Name and address of owner of adjacent parcels.
- ☐ (j) Square footage of each parcel.
- ☐ (k) Present zoning for the parcels. Proposed zoning if applicable.
- ☐ (l) Easements of record, if available.
- ☐ (m) Names of adjoining streets, highways, subdivisions, and bodies of water, if available.
- ☐ (n) Wetlands within and adjoining the parcel, if available.
- ☐ (o) All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone, and adjusted to the Town's control survey.
- ☐ (p) The surveyor shall certify on the face of the certified survey map that he/she has fully complied with all the provisions of the Town of Pacific's subdivision ordinance.
- ☐ 14. The map shall include a certificate of the surveyor who surveyed, divided, and mapped the land which has the same force and effect as an affidavit and which gives all of the following information:
 - ☐ (a) By whose direction the surveyor made the survey, division and map of the land described on the certified survey map.
 - ☐ (b) A clear and concise description of the land surveyed, divided and mapped by government lot, recorded private claim, quarter-quarter section, section, township, range and county; and by metes and bounds commencing with a monument at a section or quarter section corner of the quarter section or at the end of a boundary line of a recorded private claim or federal reservation in which the certified survey map is located; or if the land is located in a recorded subdivision or recorded addition to a recorded subdivision, then by the number or other description of the lot, block or subdivision, which has previously been tied to a corner marked and established by the U.S. public land survey.
 - ☐ (c) Certification by the surveyor that he or she has fully complied with all the provisions of the Town's Land Division Ordinance.
 - ☐ (d) Certification by the surveyor that he or she has fully complied with all provisions of State Statutes regarding surveying, dividing, and mapping the land.
- ☐ 15. Dedication of streets and other public areas shall require, in addition, the owner's certificate and the mortgagee's certificate in substantially the same form as required by Section 236.21(2)(a) of the Wisconsin Statutes.

Subdivider Complete Above Checklist for Town Review